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5 June 1951

TO: ADDA (s)
FOR: Senior Review Committee Consideration and Action
FROM: Task Force
SUBJECT: Use of Taxicabs and Private Automobiles

I. Problem

A. Despite the relatively large number of official cars maintained by CIA, there is an acute transportation problem in the Washington area occasioned by the following circumstances:

1. CIA staff employees are located in more than buildings in the metropolitan area.
2. A large number of employees are required to maintain personal contact with persons in other government agencies in various parts of the metropolitan area.
3. There are an increasing number of off-site training areas and meeting places being established which require constant travel by staff employees to and from these sites.

B. The Confidential Funds Regulations and the CIA Regulations provide for the use of taxis under certain circumstances. However, agency regulations on the use of taxis are more restrictive than those prescribed for other government agencies by the Standardized Government Travel Regulations as revised 1 October 1950. The question for consideration is how and to what extent agency regulations may and should be liberalized. Also for consideration is the question as to what internal procedures and controls should be established to prevent unjustifiable use of taxicabs and at the same time permit reimbursement for necessary taxi expenses without undue expenditure of time and unnecessary documentation. (Attached hereto under Tab A are various memoranda on the general problem).

II. Discussion

A. The Confidential Funds Regulations provide in for the use of taxicabs where security considerations require, if government transportation will not be available within a reasonable time. CIA Regulation allows the use of taxicabs in order to meet urgent fixed appointments or to transport unusually bulky or delicate equipment, government transportation not being available.

B. These regulations were issued prior to the enactment of Public Law 830, 81st Congress, dated 23 September 1950 and are more restrictive

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than the provisions of that law and the Revised Standardized Government Travel Regulations dated 1 October 1950, prescribed by the Bureau of the Budget, which now provide for the use of taxicabs and private automobiles where such use is authorized or approved as "advantageous to the Government". The present agency regulations do not take into account various considerations which may make travel by taxi advantageous for the Government, as for example, the value to the Agency of the employee's time and the press of business in the employee's office.

C. In view of the above, the Confidential Funds Regulations and the CIA Regulations should be amended to allow travel in or near an employee's post of duty by taxicab where such travel is determined by an Approving Officer, the Chief, Transportation Section, or the Chief of a Field Station to be advantageous to the Government. A suggested regulation to accomplish this, attached hereto as Tab B, would be substituted for paragraph A (8) of CIA Regulation and paragraph 6.6 of the Confidential Funds Regulations would be eliminated.

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D. It appears that it would be advantageous to the agency to authorize certain individuals to use their private autos on a mileage basis where their duties require them to make repeated or frequent visits to suburban or out of town training sites, installations, or meeting places. It is suggested, however, that reimbursements to individuals on a mileage basis be allowed only where the individual has been issued a Travel Order. This restriction is based on valid considerations, viz., the abuse to which use of private cars on a mileage basis is easily subject, the greater convenience of taxis in congested areas, and the excessive difficulty and expense of processing mileage claims for miscellaneous urban travel. Not only would the cost of processing such mileage claims exceed the actual amount of the claims, but it appears probable that the time spent by the claimant in documenting claims for incidental urban travel on a mileage basis would exceed the time saved by the use of such transportation in the first instance.

E. Some comment is in order as to the question of the allowance of parking fee charges on mileage claims. When reimbursement is made at a commuted rate per mile traveled, under the Standardized Government Travel Regulations, parking charges may not be paid in addition. This restriction applies to the Government generally and there appears to be no reason why CIA should claim an exception for itself except in some specific instance where operational or security considerations are the cause of the expense, in which case the parking fee might be allowed as a legitimate operational expense, but not as a travel item. The mere use of a private car to arrive at a downtown location would appear to be no justification for payment of parking charges, since pool cars, taxis and public transportation are available for such purposes.

F. No exception to the general rule respecting the use of private cars or the payment of parking fees appears to be called for where a

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particular CIA installation is not in a usual taxi cruising zone, if there is CIA shuttle service available from that point or it is within walking distance of an active thoroughfare.

G. A suggested Claim and Receipt Chit form for the submission of claims for travel by taxi is attached hereto as Tab C. As provided in Tab B, the Comptroller would have the authority to establish petty cash funds in the Transportation Division and elsewhere, for the payment of such claims.

III. Conclusions and Recommendations

A. The agency regulations respecting the use of taxicabs are more restrictive than is required by Standardized Government Travel Regulations as revised 1 October 1950, and should be amended per Tab B.

B. In order to conserve its pool transportation for use in urban area travel, the agency should issue travel orders allowing travel by private car on a mileage basis for certain individuals whose duties require frequent or periodic visits to suburban or out of town training areas or meeting sites.

C. Reimbursement on a mileage basis and/or parking fees should not generally be authorized in connection with incidental urban travel, since such travel can be performed more expeditiously and economically by agency shuttles, pool cars, public transportation or taxicab.

D. In order to process petty claims without unnecessary cost, a simplified Claim and Receipt Chit (sample attached as Tab C) should be used and the claims paid from a petty cash fund.

E. Such petty cash fund(s) should be maintained by the Transportation Division, or, if maintained elsewhere, the accountings should be reviewed by that Division, since they control all official transportation available for local use and would be in best position to detect and prevent abuse in connection with the use of taxicabs on a reimbursable basis.

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Chairman

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